

100% PHOTO ID CHECK TO
ENTER THE BUILDING
Hours of Operation:
8:30 am - 4:00 pm



3720 Martin Luther King Ave SE
Washington DC 20032
202-741-7747
www.dcnetworks.org

Walk In Services: Tuesday - Thursday 9:00 am - 11:30 am

Unemployment Compensation: Daily 8:30 am - 3:00 pm

SEPTEMBER 2013

Mon	Tue	Wed	Thu	Fri
2 LABOR DAY OBSERVED CENTER CLOSED	3 Smart Resume: Tips, Tools and Techniques 9:30am - 10:30am Room 243 Get to Know Your American Job Center (Orientation) 2:30pm - 3:30pm Room 243	4 Get to Know Your American Job Center (Orientation) 9:00am - 10:00am Room 243 Successfully Submitting Online Job Applications 11:30am—12:30pm Room 243	5 Using Social Media in Your Job Search 10:00am—11:00am Room 243 Creating a Smart Resume 2:30pm -3:30pm Room 102	6
9 Smart Resume: Tips, Tools and Techniques 9:30am - 10:30am Room 243 Microsoft Digital Alliance 11:00am -1:00pm Room 102 (Pre-registration Required)	10 Microsoft Digital Alliance 11:00am -1:00pm Room 102 (Pre-registration Required) Get to Know Your American Job Center (Orientation) 2:30pm - 3:30pm Room 243	11 Get to Know Your American Job Center (Orientation) 9:00am - 10:00am Room 243 Microsoft Digital Alliance 11:00am -1:00pm Room 102 (Pre-registration Required) Using Social Media in Your Job Search 2:30pm—3:30pm Room 243	12 Writing a Professional Cover Letter 9:30am—10:30am Room 102 Microsoft Digital Alliance 11:00am -1:00pm Room 102 (Pre-registration Required) Creating a Smart Resume 2:30pm -3:30pm Room 102	13
16 Smart Resume: Tips, Tools and Techniques 9:30am - 10:30am Room 243 Microsoft Digital Alliance 11:00am - 1:00pm Room 102 (Pre-registration Required) Writing a Professional Cover Letter 2:30pm—3:30pm Room 243	17 Microsoft Digital Alliance 11:00am -1:00pm Room 102 (Pre-registration Required) Get to Know Your American Job Center (Orientation) 2:30pm - 3:30pm Room 243	18 Get to Know Your American Job Center (Orientation) 9:00am - 10:00am Room 243 Microsoft Digital Alliance 11:00am -1:00pm Room 102 (Pre-registration Required) The Conversation That Gets the Job (Interviewing Skills) 2:30pm - 3:30pm Room 243	19 Microsoft Digital Alliance 11:00am -1:00pm Room 102 (Pre-registration Required) Creating a Smart Resume 2:30pm -3:30pm Room 102	20
23 Smart Resume: Tips, Tools and Techniques 9:30am - 10:30am Room 243 Microsoft Digital Alliance 11:00am - 1:00pm Room 102 (Pre-registration Required)	24 Successfully Submitting Online Job Applications 9:30am—10:30am Room 243 Microsoft Digital Alliance 11:00am -1:00pm Room 102 (Pre-registration Required) Get to Know Your American Job Center (Orientation) 2:30pm - 3:30pm Room 243	25 Get to Know Your American Job Center (Orientation) 9:00am - 10:00am Room 243 Microsoft Digital Alliance 11:00am -1:00pm Room 102 (Pre-registration Required)	26 The Conversation That Gets the Job (Interviewing Skills) 9:00am - 10:30am Room 243 Microsoft Digital Alliance 11:00am -1:00pm Room 102 (Pre-registration Required) Creating a Smart Resume 2:30pm -3:30pm Room 102	27
30 Smart Resume: Tips, Tools and Techniques 9:30am - 10:30am Room 243 Microsoft Digital Alliance 11:00am - 1:00pm Room 102 (Pre-registration Required)				

Attendance Policy

FIRST COME, FIRST SERVE SEATING.

A sign-in sheet will be located at the **Reception desk one (1) hour before designated start time on the day of the session.**

In fairness to all **session participants**, doors will be closed and begin at scheduled start time.

Although DOES makes every effort to maintain our schedules as assigned, **session times are subject to change without prior notice.** **Seating capacity strictly enforced.**

Inclement Weather Policy

Sessions **MAY** be cancelled if the District Public Schools are closed or delayed, or if the instructor

is delayed due to severe weather. **BEFORE YOU TRAVEL**, find out if the session is cancelled by calling **202-741-7747**

Get to Know Your American Job Center (General Orientation)

This session is designed to provide participants with general information and services provided by the Department of Employment Services and the American Job Center programs which includes an overview of scheduled Performance Enhancement Sessions.

Smart Resume: Tips, Tools, and Techniques

Your resume is your first impression. Learn how to structure your resume in a way that will stand out to employers. Discussion will include strategies on how to cater your resume to the job description, different resume styles, and using key words and phrases.

Creating a Smart Resume

Now that you've learned how to create a smart resume, let's get to work in the computer lab! Get assistance with creating, editing, and modifying your resume using DCNetworks.org. (Prerequisite: Smart Resume: Tips, Tools, and Techniques)

Using Social Media in Your Job Search

Eighty-nine percent (89%) of all new hires are made through referrals, networking, or applicant research. Find out how using social networking sites such as Facebook, Twitter, and LinkedIn can impact your job search.



LinkedIn

The Conversation That Gets the Job

Market your skills to the employer and prepare for a professional interview. Learn about panel interviewing, what not to say during an interview, and what to do after the interview is over.

Successfully Submitting Online Job Applications

Participants will learn how to navigate in DCNetworks.org to successfully create job searches, and will learn how apply for jobs Online. **Seating capacity 12.**

Microsoft Digital Alliance

Brand new to computers? This 4-week, hands-on course is for you! Learn how to use the mouse, keyboard, and send an email with an introduction to Microsoft programs. Pre-registration is required for the Microsoft Digital Alliance course.

You must pre-register for this class by contacting Tawanna Bradley at 202 741-7747.

The Educational Counselor for Educational Opportunity Center, Mr. Pryor, is available on the following dates and times, on the 2nd floor, Room 217:

1st and 2nd Tuesdays - 2:30pm – 4:00pm

2nd and 3rd Wednesdays – 9:00am – 3:00pm

Unemployment Insurance Benefits Services

Customers can file their initial or weekly claims using DCNetworks.org. Customers can speak with a Claims Examiner to discuss issues related to their claim. 8:30am-3pm Monday thru Friday

Staff may also connect job seekers with possible referrals to services that are offered in the community, including services for people with disabilities, emergency food, utility assistance, mental health services, literacy/ESL/ numeracy services etc.

REGISTRATION IN DC NETWORKS IS REQUIRED BEFORE SERVICES CAN BE RENDERED.

You can register at www.dcnetworks.org